Board of Education

Policies August 2026

SPRINGFIELD
CATHOLIC
SCHOOLS

Springfield Catholic School System
Central Office: 2340 S Eastgate, Springfield, MO 65809
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Email: scscentraloffice@scspk12.org
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OUR MISSION:
The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the kingdom of God and to contribute to the world as responsible Christian citizens by providing a caring family environment where the Catholic Faith is taught and modeled in an atmosphere of academic excellence.

ST AGNES GRADE SCHOOL
531 S Jefferson 417-866-5038
Springfield MO 65806

IMMACULATE CONCEPTION GRADE SCHOOL
3555A S Fremont 417-881-7000
Springfield MO 65804

ST ELIZABETH ANN SETON GRADE SCHOOL
2200 W Republic Rd 417-887-6056
Springfield MO 65807

SPRINGFIELD CATHOLIC HIGH SCHOOL
2340 S Eastgate 417-887-8817
Springfield MO 65809

Mission Statement

The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the Kingdom of God and to contribute to the world as responsible Christian citizens by providing a caring family environment where the Catholic Faith is taught and modeled in an atmosphere of academic excellence.

Approved: October 8, 2009

Table of Contents

1.00 Student Policies

1.10 Admissions

1.11 Initial Admissions

1.12 Age of Admission

1.13 Priority for Admission (K-8)

1.14 Transfer Students

1.14A Transfer Student Policy Guidelines

1.15 Attendance

1.15A Attendance during a Pandemic

1.16 Enrollment (PK-12)

1.17 Early Graduation

1.20 Tuition and Fees

1.21 Tuition

1.21A Guidelines for Tuition Collection

1.22 Prorated Tuition

1.23 Refund of Tuition

1.30 Student Behavior

1.33 Tobacco, Alcohol, Illegal Drugs or Unauthorized Prescription Medications

1.34 Over-the-Counter Medications

1.35 Possession of Weapons

1.36 Code of Conduct for Extra-Curricular Activities

1.37 Student Usage of Electronic Communication Devices

1.38 Student Drug Testing

1.38A Guidelines for Student Drug Testing

1.38B Drug Testing Consent Form

1.39 Student Bullying

1.40 Student Issues

1.41 Release of Students during the School Day

1.42 Students with Special Needs

1.42A Guidelines for Students with Special Needs

1.43 Student Pregnancy

1.44 Technology Usage

1.45 Student Immunization

1.47 Student Allergy Response

2.00 Staff Policies

2.10 Employee Benefits

2.11 Dependent Tuition

2.12 Spiritual & Professional Growth

2.13 Leave Policy

2.13 Leave Policy-Pandemic

2.14 Sick Leave Pool

2.14A Guidelines for Sick Leave Pool Policy

2.15 Retirement Gift

2.16 Jury Duty Pay

2.17 Technology Purchase Assistance Plan

2.20 Miscellaneous

2.21 Hepatitis Vaccination

2.22 Confidentiality

2.24 Notification of Retirement

2.25 New Teacher/Employee Orientation

2.26 Faculty Vacancies

2.27 *Virtus* Training

2.28 Teacher Contracts

2.28A Employee Stipends

3.00 General Board Policies

3.10 Mission, Philosophy and Goals

3.11 Mission, Philosophy and Goals

3.12 Class Size

3.12A Guidelines for Class Size

3.13 Lenten Priority

3.20 Board Activity

3.21 Regular Board Meeting

3.22 Board Agenda

3.23 Board Policies

3.24 Annual Report

3.25 Fiscal Responsibility

3.26 Board Eligibility of Employees or Their Immediate Families

3.27 Board Policy Review

3.27 A Guidelines for Board Policy Review

3.30 Community Relations

3.32 Chief Spokesperson

3.40 Extra-Curricular Activities

3.41 Sanctioning of New Extra-Curricular Activities

3.41A Guidelines for New Extra-Curricular or School-Sponsored Activities

3.41B Guidelines for Developing a Proposal Plan

3.42 School Bus Usage

3.42A Guidelines for Use/Operation of Springfield Catholic School Buses

3.43 Transportation of Students

3.50 Miscellaneous

3.51 Emergency Shelter

3.52 Tobacco-free Zone

3.53 Harassment Policy

3.54 Copyright Policy

3.55 Special Events Insurance Coverage

3.56 Endowment Fund

3.57 Wellness Policy

3.57A Wellness Guidelines

3.57B Nutrition Standards

3.57C Wellness Guidelines for Exclusion Policy

3.57C Wellness Guidelines for Headlice

3.57C Wellness Guidelines for Medical Emergency Action Plan

3.58 Acceptable Use of Technology

3.60 Stewardship and Development

3.61 Fundraising

3.62 Gifts to the School System

3.63 Designated Gifts

1.00 Student Policies

1.10 Admissions

Title of Guidelines

INITIAL ADMISSIONS 1.11

Approval Date: October 11, 2018

Review Date: September 19, 2022

Revision Date: August 20, 2018

Policy Statement

In recognition of the important role the parish has in fostering the full development of our youth, our admissions procedures request that our Catholic parents complete an Active Catholic Form signed by the pastor as a part of the registration process.

Signature/s

Title of Policy

AGE OF ADMISSION 1.12

Approval Date: March 8, 2018

Review Date: September 19, 2022

Revision Date: February 7, 2018

Policy Statement

A child is to be three (3) years of age prior to August 1 to be eligible for admission to pre-school. If a child does not meet the August 1 deadline, they may be enrolled in preschool with principal approval. A child must be five (5) years of age prior to August 1 to be eligible for admission to Kindergarten.

Title of Policy

PRIORITY FOR ADMISSION (PK-8) 1.13

Approval Date: March 8, 2018

Review Date: September 19, 2022

Revision Date: September 19, 2022

Policy Statement

Priority for admission into Springfield Catholic Schools will be given to active Catholic families using the following criteria:

1) Catholic families of contracted or salaried employees of Springfield Catholic Schools
2) Catholic siblings of registered students of Springfield Catholic Schools or Catholic siblings of graduates of Springfield Catholic High School
3) Catholic families of non-contracted employees of Springfield Catholic Schools
4) In a parish where a school is located, Catholic families who are registered and active in that parish
5) Catholic families registered and active in a subsidizing parish
6) Catholic children of Catholic graduates of Springfield Catholic High School
7) Catholic families from parishes that do not subsidize Springfield Catholic Schools
8) Catholic families not registered in a parish
9) Families/Children of non-Catholic employees of Springfield Catholic Schools
10) Non-Catholic students with siblings currently enrolled in Springfield Catholic Schools
11) Non-Catholic students in accordance with Diocesan Policy 5075
12) Starting June 15th for the coming school year, enrollment may be secured for registering non-Catholic students and they will not automatically be "bumped" or lose their spot to a potential new Catholic student.

Tiebreakers:

a) Total number of years registered as an adult in one of the subsidizing parishes
b) Date the family registered in their parish

Enrollment will be frozen to students transferring from another school within thirty (30) miles of the Springfield city limits on the final day of the third quarter. Fourth quarter transfers may occur with Pastor, Principal, and Director of Schools approval. Transfers between elementary schools will be made using the above criteria after Springfield Catholic Schools completes its annual pre-registration process.

Title of Policy

TRANSFER STUDENTS 1.14

Approval Date: March 8, 2018

Review Date: October 17, 2022

Revision Date: October 17, 2022

Policy Statement

All students of K-12, wishing to enter into the Springfield Catholic Schools System or change schools internally within the system shall be considered a transfer student and admitted on a probationary basis. (See 1.14A Transfer Student Policy Guidelines.)

Title of Guidelines

TRANSFER STUDENT POLICY GUIDELINES 1.14A

Approval Date: March 8, 2018

Review Date: October 17, 2022

Revision Date: January 23, 2018

Policy Statement

1) The administrator, coordinator of special services, guidance counselor and other appropriate personnel may contact the former school(s) regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
2) The administrator will conduct an interview with parent(s)/guardian(s) and student.
3) The administrator makes the decision regarding enrollment and placement.
4) Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period the administrator may:
    a) remove the probationary status of the student,
    b) extend the probationary status of the student,
    c) dismiss the student from school.

Title of Policy

ATTENDANCE 1.15

Approval Date: April 11, 2013

Review Date: November 21, 2022

Revision Date: November 21, 2022

Policy Statement

Regular and punctual attendance is required of each student enrolled in the school system. Students enrolled in the Springfield Catholic Schools System are expected to maintain an attendance record of at least 90% for each semester. Students falling below this percentage may be put on an attendance contract. If the terms of the attendance contract are not met, students may be asked to withdraw from Springfield Catholic Schools.

The Springfield Catholic Schools System follows the practice of not awarding perfect attendance awards.

Title of Policy

ATTENDANCE DURING A PANDEMIC 1.15A

Approval Date: 8-13-2020

Review Date: November 21, 2022

Revision Date: November 21, 2022

Policy Statement

In the case of a pandemic situation, attendance will be assessed not only by way of physical attendance but also by regular interaction/correspondence with the classroom teacher/s and the school administration. These interactions and correspondences may include (but not limited to): turning in completed homework (physically or electronically), virtual meetings, and/or email correspondence.

Title of Policy

ENROLLMENT (PK-12) 1.16

Approval Date: May 9, 2013

Review Date: November 21, 2022

Revision Date: November 21, 2022

Policy Statement

Once a student is enrolled in the Springfield Catholic Schools System, and remains in good standing with the school, they will be offered an online registration packet in the spring for the following school year.

Title of Policy

EARLY GRADUATION 1.17

Approval Date: June 9, 2022

Review Date:

Revision Date:

Policy Statement

As a general rule Springfield Catholic High School does not allow for early graduation, however, exceptions may be made upon a parent's/guardian's request and at the discretion of the Principal and Director of Schools. All senior graduation requirements for Springfield Catholic Schools must still be fulfilled.

1.20 Tuition and Fees

Title of Policy

TUITION 1.21

Approval Date: February 18, 1999

Review Date: March 20, 2023

Revision Date: April 14, 2011

Policy Statement

Families registering or re-registering in Springfield Catholic Schools are entering into a contract with the school system to pay the tuition amounts as set forth in the tuition schedule for that school year. Reduced tuition, scholarships, and any other special arrangements that adjust the amount of tuition owed from the approved tuition schedule will be determined before admittance. Special circumstances may occur during the school year that could require a change in the tuition agreement between the school and family, but such adjustments must be preceded by filing/updating a FACTS Grant and Aid Application and discussed with the Director of Finance of the school system before a change is made.

All families will be required to provide the school with a Tuition Payment Option form in order to complete the registration process, regardless of the choice of payment option made.

Failure to pay tuition consistent with the agreed upon tuition contract will constitute a breach of the registration agreement and could result in the following:

- The student(s) may be dismissed from the school system. Upon dismissal or if a family withdraws their student(s) from school, student records may be withheld, except in those instances where the school is required by law to provide such records, until tuition and fees are paid in full or arrangements for a payment plan are agreed upon and complied with.

- Forwarding transcripts for the purpose of college entrance may be delayed and/or participation in graduation exercises may be denied unless tuition, fees, and all other outstanding debts to the school are paid in full or arrangements for a payment plan are agreed upon and complied with.

- Consideration may be given to families who experience extenuating circumstances. Such families should contact the Director of Finance at the Central Office to work out acceptable tuition agreements.

Title of Guidelines

GUIDELINES FOR TUITION COLLECTION

1.21A

Approval Date: March 11, 1999

Review Date: March 20, 2023

Revision Date: December 1, 2020

Guidelines Statement

Springfield Catholic Schools provides three options for tuition payment for pre-school, elementary, middle school, and high school students.

- Option 1: The one-payment option allows families to be invoiced on June 1st, for the full tuition amount, due by June 15th.
- Option 2: The two-payment option allows families to be invoiced on June 1st, for 1st semester tuition, due by June 15th and 2nd semester will be invoiced January 1st, due by January 15th.
- Option 3: Monthly payments through the 529 monthly plan or FACTS Tuition Payment Plan will automatically be withdrawn over eleven (11) months, beginning in July and continuing through May, for elementary, middle school, and high school students, and/or ten months for pre-school students, from the family's financial account for tuition. Enrollment must be completed online. FACTS will charge a yearly fee for this service, which will be paid through a separate automatic withdrawal. If funds are not in the family's financial account, FACTS charges a Missed Payment Fee and the bank may charge an Insufficient Funds Fee. FACTS will continue to make attempts to process tuition payments.

Springfield Catholic Schools will charge a convenience fee to families who choose to pay tuition with a credit or debit card.

The Springfield Catholic Schools Central Office will notify the family of any tuition account overdue 30 days.

At the end of each quarter, family accounts will be reviewed and any family who has not fulfilled their existing tuition contract may not continue their education at Springfield Catholic Schools until satisfactory tuition arrangements are made.

Title of Policy

PRORATED TUITION 1.22

Approval Date: November, 1987

Review Date: March 20, 2023

Revision Date: December 14, 2006

Policy Statement

Students who enroll in Springfield Catholic Schools after the start of the academic year will be charged tuition which is calculated using a per diem rate. This per diem rate is determined by dividing the individual student's annual tuition rate by the number of student attendance days.

Title of Policy

REFUND OF TUITION 1.23

Approval Date: May 6, 1999

Review Date: March 20, 2023

Revision Date: March 13, 2008

Policy Statement

The FACTS fee is non-refundable.

If a student withdraws from the Springfield Catholic Schools by July 15, a complete refund of student tuition will be made.

If a student withdraws from the Springfield Catholic Schools between July 16 and the 5th (fifth) student attendance day of the academic year, 1/11th of the total charged for annual tuition is non-refundable.

After the 5th (fifth) student attendance day of the academic year, tuition refunds will be calculated using a per diem rate. This per diem rate is determined by dividing the individual student's annual tuition rate by the number of student attendance days.

1.30 Student Behavior

Title of Policy

TOBACCO, NICOTINE PRODUCTS, ALCOHOL, ILLEGAL DRUGS, UNAUTHORIZED PRESCRIPTION MEDICATIONS, AND CANNABIS 1.33

Approval Date: November 8, 2018

Review Date: September 18, 2023

Revision Date: September 18, 2023

Policy Statement

All students of the Springfield Catholic Schools System are prohibited from using, possessing, or being under the influence of tobacco, nicotine products (including vaporizers), alcohol, illegal drugs, or unauthorized prescription medications while on any Springfield Catholic School campus or at any school-related function or activity. Parents will be notified and penalties will be in accordance with theSpringfield Catholic Schools guidelines. Further (or varied) discipline measures may be given to the student-offender as they directly pertain to the situation, academic or athletic programs and clubs.

For cases involving tobacco, nicotine, and alcohol products: 1st Offense: Any tobacco, nicotine, or alcohol product or paraphernalia is confiscated. Student serves a two day in or out of school suspension.

2nd Offense: Any tobacco, nicotine, or alcohol product or paraphernalia is confiscated. Student serves a five day in or out of school suspension.

3rd Offense: Any tobacco, nicotine, or alcohol product or paraphernalia is confiscated. A meeting will be held with parent(s)/guardian(s), principal, and possibly pastor and director of schools to determine further action/discipline of which expulsion is highly considered.

For cases involving illegal drugs, unauthorized prescription medications, or cannabis:

1st Offense: Any illegal drugs, unauthorized prescription medication, or cannabis is confiscated. Local authorities may be notified. Student serves a three day in or out of school suspension.

2nd Offense: Any illegal drugs, unauthorized prescription medication, or cannabis is confiscated. Local authorities are notified. Student serves a five day in or out of school suspension.

3rd Offense: Any illegal drugs, unauthorized prescription medication, or cannabis is confiscated. Local authorities are notified, and the student is expelled.

Title of Policy

OVER-THE-COUNTER MEDICATIONS AND PRESCRIPTION MEDICATIONS 1.34

Approval Date: November 8, 2018

Review Date: September 18, 2023

Revision Date: September 18, 2023

Policy Statement

Over the counter (OTC) medications may be given at school for a period of three (3) consecutive school days with written permission from the parent/guardian. After three (3) days the school will require the completion of the Springfield Catholic Schools Medication Administration form. Medication to be administered at school must be in the original container.

Medication prescribed for a student must be brought to the office by parent/guardian in original packaging. Said medication will be kept in a locked safe container to be administered by a designated person as per prescription label. A request form must be signed by parent/guardian with prescription number and doctor's name. (Diocesan Policy 5298)

Per Missouri State High School Activities Association (MSHSAA), students taking medications containing cannabis may not participate in athletic competitions.

Title of Policy

POSSESSION OF WEAPONS 1.35

Approval Date: November 8, 2018

Review Date: September 18, 2023

Revision Date: September 17, 2018

Policy Statement

In order to provide a safe environment, the possession of firearms or weapons, including concealed weapons, by a person, student or adult, or in a vehicle, on the premises or property located, leased, or used by Springfield Catholic Schools is prohibited. This penalty shall not apply to duly authorized law enforcement or security officers. Penalties shall be in accordance with state and local law.

Title of Policy

CODE OF CONDUCT FOR EXTRA-CURRICULAR ACTIVITIES 1.36

Approval Date: April 5, 2001

Review Date: October 16, 2023

Revision Date: January 9, 2014

Policy Statement

All students who participate in school-sponsored extra-curricular activities will be required to adhere to a code of conduct which reflects the philosophy of our Catholic school system. Students and their parent(s)/guardian(s) will acknowledge their acceptance of this code of conduct by signing the student handbook.

Title of Policy

STUDENT USAGE OF ELECTRONIC COMMUNICATION DEVICES 1.37

Approval Date: March 11, 2004

Review Date: October 16, 2023

Revision Date: October 16, 2023

Policy Statement

Students are prohibited from using and/or having cell phones or other electronic communication devices during the school day, unless otherwise directed by a teacher, administrator, coach or other authorized adult. This includes the lunch periods and passing periods, as well as on school sponsored trips. “Using” refers to not only the making and receiving of calls, but also refers to using the electronic communication devices for any other purpose.

Title of Policy

STUDENT DRUG TESTING 1.38

Approval Date: January 10, 2019

Review Date: November 19, 2018

Revision Date: November 19, 2018

Policy Statement

Springfield Catholic Schools System will enforce a mandatory, random drug testing program for all students who attend Springfield Catholic High School. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

Title of Policy

GUIDELINES FOR STUDENT DRUG TESTING (cont'd) 1.38A

Approval Date: April 14, 2005

Review Date: November 19, 2018

Revision Date: November 19, 2018 (School Board informed)

Alteration - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to insure the integrity of samples. The test provides information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

Illegal Drugs - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Positive Test Result - when referring to a drug test administered under these guidelines, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion - a suspicion based on specific personal observations concerning the appearance, speech or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

PROCEDURE

Students will be required to provide urine samples as follows:

1. Upon enrollment at Springfield Catholic High School, at the principal's discretion.
2. On a random selection basis, during the regular school year. Total number of tests will approximate student population. Students absent on the day they are chosen for random testing will automatically be placed in the next test pool without notification of the initial missed testing.
3. At any time as requested by the principal, based on reasonable suspicion of illegal drug usage.

Any drug test required by Springfield Catholic High School under the terms of these guidelines will be administered by, or at the direction of, a professional laboratory chosen by Springfield Catholic High School, using scientifically validated toxicological methods. The professional laboratory will be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. School personnel intimately involved with the drug testing program will be trained to insure that end. The test specimen will be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the specimen in a private restroom behind a closed door.

The monitor will wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If, at any time during the testing procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, Springfield Catholic High School may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. If the initial drug test is positive and the student/parent/s or custodial guardian/s contest the result, the student/parent/s or custodial guardian/s may request the screening agency to confirm the result by a different test of the same specimen. The family will be responsible for attendant expenses. The second test will use gas chromatography/mass spectrometry technique. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has a positive result, the laboratory will contact the screening agency and solicit any information on medication which would create a positive test. The screening agency will confirm the positive result and contact the principal with the results.

CONFIDENTIALITY

Test results will be kept in confidential files separate from a student's other educational records and released to school personnel only on a "need to know" basis. If a student tests positive in a drug use test, a copy of the results will be provided to the administrator and to the parents.

CONSEQUENCES

The results of all drug tests will accrue throughout the student's attendance at Springfield Catholic High School. Any student who tests positive in a drug-use test under this procedure will be subject to the following restrictions:

First Offense

1. The student will be suspended from participation in all academic/athletic activities and competitions for twenty-eight (28) school calendar days.* Suspension will begin at the time of the confirmed positive test.
2. The student and parent/s or custodial guardian/s will participate in an evaluation/counseling program as approved by the principal. The family will be responsible for attendant expenses.
3. The student and parent/s or custodial guardian/s will agree to drug retesting, length between tests to be determined by the participating certified, drug-testing agency counselor. The family will be responsible for attendant expenses.

Approval Date: April 14, 2005

Review Date: November 19, 2018

Revision Date: October 12, 2006 (School Board informed)

Second Offense

1. The student will receive suspension for five (5) days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments. The student can then earn the grade that she/he would have earned through the original activity.
2. The student will be suspended from participation in all academic/athletic activities and competitions for fifty-six (56) school calendar days.* Suspension will begin at the time of the confirmed positive test.
3. A conference that includes the high school principal, the parent/s or custodial guardian/s, the student, and the certified, drug-testing agency counselor will be held prior to the student's return following the five-day, out-of-school suspension.

*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

Third Offense

1. The student will be expelled from Springfield Catholic High School in accordance with the policies of the Diocese of Springfield-Cape Girardeau. Expulsion waives any right to confidentiality per the Missouri Safe Schools Act.

RETEST AFTER SERVICE OF SUSPENSION

A student who has tested positive and has fulfilled the applicable consequences will be required to undergo one or more additional drug-use tests at the expense of the student, parent/s or custodial guardian/s to determine whether the student is no longer using illegal drugs before he or she may rejoin any academic/athletic activity or competition.

REFUSAL TO SUBMIT TO DRUG USE TEST

Refusal to submit to any of the aforementioned required drug use tests will be taken as an indication of positive results. Consequences will be enacted as described above.

APPEAL PROCEDURE

The above described consequences will take effect at the time of the confirmed positive test result. Parent/s or custodial guardian/s may appeal the results within five (5) working days. This appeal should be made to the high school principal.

If an appeal is made, the principal will solicit any explanation of the positive result. If the student asserts that the positive test result is caused by other than consumption of an illegal drug, then the student/parent/s or custodial guardian/s will be given ten (10) working days from the date of the appeal to present evidence of such to the principal. If the appealing party either fails or refuses to present any evidence within the ten (10) day period, any right to further appeal the positive result will be deemed waived.

Title of Policy

GUIDELINES FOR STUDENT DRUG TESTING (cont'd) 1.38A

Approval Date: April 14, 2005

Review Date: November 19, 2018

Revision Date: October 12, 2006 (School Board informed)

Springfield Catholic High School will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The principal will make a decision within five (5) working days of presentation of the student's evidence.

Initiating appeal procedures does not suspend imposition of the consequences listed above while the appeal process is ongoing.

Title of Policy

GUIDELINES FOR STUDENT DRUG TESTING 1.38A

Approval Date: April 14, 2005

Review Date: November 19, 2018

Revision Date: October 12, 2006 (School Board informed)

STATEMENT OF PURPOSE AND INTENT

Springfield Catholic High School recognizes that drug use is one of the most serious problems confronting our community. In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School adopts Policy 1.38 - Student Drug Testing, and the following guidelines for drug testing both enrolled and newly enrolling students.

The mission of Springfield Catholic High School includes "providing a caring family environment where the Catholic Faith is taught and modeled." Maintaining a drug-free environment is essential for accomplishing this mission. Our students must be kept safe from both illegal drug use and its consequences. Our school should present to the community a clear witness of our Catholic commitment to avoiding the use of drugs.

Our Catholic Faith also teaches compassion. The intent of the following guidelines, therefore, is not to punish but to encourage students to make the choice to be drug free. The intent is also to help those students who have made incorrect choices learn better choices for the future.

These guidelines provide a minimum of intrusion into the lives of the majority of students; provide encouragement to overcome or avoid temptations for students who may be faced with improper choices; provide the opportunity to change for those students who choose to make incorrect choices; and provide a safe environment for all students who choose to be drug free by setting up consequences for the students who either have trouble with drugs or refuse to change.

DRUG TESTING CONSENT FORM

Each student of Springfield Catholic High School will receive copies of the "Student Drug Testing" policy, "Guidelines for Student Drug Testing," and "Student Drug Testing Consent" form. The policy and guidelines will be read and the consent form signed and dated by the student and parent/s or custodial guardian/s prior to the student's admission to Springfield Catholic High School. This signed consent will remain in effect for the duration of the student's attendance at Springfield Catholic High School, as will the results of all drug tests. Each student is subject to the random drug testing guidelines. Students must return the "Student Drug Testing Consent" form to the high school prior to admission to Springfield Catholic High School. Any student who does not return the required form by this time will not be admitted to Springfield Catholic High School.

DEFINITIONS

Academic/Athletic Activities and Competitions – any activity or sport subject to MSHSAA rules, sponsored by Springfield Catholic High School, or requiring attendance by a designated representative of the high school. Students will still be expected to attend all practices but may not compete or perform. Participation in graduation-related activities is suspended at the time of a second or third offense.

Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Springfield Catholic High School
Drug Testing Consent Form

Policy 1.38 – Student Drug Testing
Springfield Catholic Schools will enforce a mandatory, random drug testing program for all students who attend Springfield Catholic High School. Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

GENERAL AUTHORIZATION FORM

We have read and fully understand Springfield Catholic Schools Policy 1.38 - Student Drug Testing and 1.38A – Guidelines for Student Drug Testing.

We hereby agree to accept and abide by the standards, rules, and regulations set forth by Policy 1.38 – Student Drug Testing and 1.38A – Guidelines for Student Drug Testing. We also understand that our signed consent will remain in effect for the duration of the student's attendance at Springfield Catholic High School.

We authorize Springfield Catholic High School, through a professional laboratory chosen by the school, to conduct drug tests as set forth in Policy 1.38 – Student Drug Testing and 1.38A – Guidelines for Student Drug Testing. We further authorize the release of drug testing information/results to Springfield Catholic High School as set forth in Policy 1.38 – Student Drug Testing and 1.38A – Guidelines for Student Drug Testing.

In consideration of acceptance into and attendance at Springfield Catholic High School and for participation in extracurricular activities sponsored by or through Springfield Catholic High School we, jointly and severally, release the Roman Catholic Diocese of Springfield-Cape Girardeau, a Missouri Not-For-Profit Corporation, and all of its agents, servants, representatives and employees, including those acting through or at Springfield Catholic High School, from any liability for injury to any of us, including injury to our children, and including injury to reputation, caused by the negligence of the Roman Catholic Diocese of Springfield-Cape Girardeau, a Missouri Not-For-Profit Corporation, or any of its agents, servants, representatives, or employees, including its agents, servants, representatives, or employees, acting through or at Springfield Catholic High School in the administration, testing, reporting, and enforcement of Policy 1.38 – Student Drug Testing and 1.38A – Guidelines for Student Drug Testing.

Student Signature _____

Printed Name _____ Student Grade _____

Parent or Guardian Signature _____

Address _____

City _____

Date _____

Springfield Catholic Schools System

School Board Policies

Approval Date: January 10, 2019

Review Date: October 16, 2023

Revision Date: February 8, 2024

Policy Statement

Springfield Catholic Schools strives to provide a safe, positive learning environment for students. Bullying, cyber-bullying, or anything that would jeopardize the physical, emotional, or moral well-being of a student is prohibited. Each student in the Springfield Catholic School System shall be responsible to respect the rights of others and to ensure an atmosphere free of bullying. We recognize that normal developmental conflicts between peers do not necessarily constitute bullying. Bullying is defined by Springfield Catholic Schools as unwanted aggressive behavior that is targeted, specific, and repeated over time. Bullying creates a hostile learning environment for students and interferes with their educational opportunities. These behaviors must be reported to a teacher or administrator immediately. Every incident will be dealt with promptly and confidentially, and with the best interests of the students involved. To protect confidentiality and in line with child privacy laws, consequences and actions taken will not be shared. (See Diocesan Policy 5508)

1.40 Student Issues

Title of Policy

RELEASE OF STUDENTS DURING THE SCHOOL DAY 1.41

Approval Date: March 10, 1994

Review Date: March 18, 2024

Revision Date: March 18, 2019

Policy Statement

Students are not permitted to leave the school grounds during the school day without the approval of custodial parent(s) or guardian(s) and school officials.

Title of Policy

STUDENTS WITH SPECIAL NEEDS 1.42

Approval Date: May 14, 1998

Review Date: March 18, 2024

Revision Date: March 18, 2019

Policy Statement

The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines provided in 1.42A. Students are considered for enrollment when educational resources and programming are available which can address their specific needs and allow them to be successful.

Title of Guidelines

GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS

1.42A

Approval Date: June 3, 2004

Review Date: March 18, 2024

Revision Date: March 18, 2019

Guidelines

The goal of educating students with special needs – whether their need relates to academics or health, physical, social, and/or emotional concerns – is the successful mastery of the regular curriculum in the regular classroom setting.

The Springfield Catholic School System provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools the screening and diagnostic evaluation of students and the development of an Individual Service Plan. Direct special education services are provided by the public school district in which the child resides with input and support from the Springfield Catholic School System.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

The Springfield Catholic School System strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk enrollment may be terminated. In such cases, the Springfield Catholic School System will attempt to assist families in finding appropriate alternatives.

Title of Policy

STUDENT PREGNANCY 1.43

Approval Date: March 10, 2000

Review Date: March 18, 2024

Revision Date: Mach 18, 2024

Policy Statement

For/If any student, male or female, enrolled in the Springfield Catholic School System and faced with a pregnancy, the student(s) and/or custodial parent(s)/guardian(s) will be expected to inform the principal. If deemed appropriate/beneficial, a proposal will be developed to assist the student(s) with resources for the unborn child as well as a plan to continue his/her/their academic studies. Those involved may be encouraged to receive counseling which is appropriate and consistent with Catholic teaching.

Title of Policy

TECHNOLOGY USAGE 1.44

Approval Date: March 14, 2002

Review Date: February 9, 2015

Revision Date: April 9, 2015

Purpose:

Springfield Catholic Schools recognize the educational and professional value of technology, both as a means of access to information and as a tool to develop skills students need. The purpose of this policy is to facilitate access to the system's technology and to create a safe environment in which to use technology. Springfield Catholic School System has established authorization, access, and usage policies for its employees and students. Use by outside agencies and organizations is allowed with building administrator approval.

Student Users:

Students will not be given access to the district's technology resources until an acceptable use agreement signed by the student and the student's parent(s) or guardian(s) is on file at the student(s) respective school(s).

Employee Users:

Employees may use the system's technology resources for reasonable purposes as long as the use does not violate the system's technology usage policies. Any use that jeopardizes the safety, security, or usefulness of the system's technology is unreasonable and, therefore, unacceptable.

Privacy:

A user does not have a legal expectation of privacy in the user's electronic communication or other activities involving the system's technology resources. School Administration may examine all information stored, downloaded, viewed, or sent on the system's technology resources at any time.

Appropriate Use:

Use of technology resources in a disruptive, inappropriate, or illegal manner will not be tolerated. Therefore a consistently high level of personal responsibility is expected of all users granted access to the system's technology resources.

Violations of Technology Usage Policies:

Use of the system's technology resources is a privilege not a right. Any violation of the system's policies, regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The administration reserves the right to use disciplinary measures to enforce system policies.

Title of Policy

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE Cont. 1.44A

Approval Date: June 13, 2024

Review Date:

Revision Date:

Encouraging Critical Thinking and Creativity

Given the rapidity of change in the field of **AI**, the school will endeavor but cannot guarantee to provide guidance and resources to faculty on how to use **AI** tools ethically and responsibly.

Benefits and Drawbacks

While AI tools can offer several benefits, such as helping stoke creativity, there can also be the temptation to use or steal the work or style of another artist and is strictly prohibited.

Students should be aware of the potential benefits and drawbacks of using AI tools and encouraged to develop their own skills.

Conclusion

The school's policy on the use of AI in research and writing emphasizes academic integrity, encourages critical thinking, and considers both the benefits and drawbacks of using AI tools. The school expects all members to comply with this policy and to use AI tools in a responsible and ethical manner. As AI tools are being released and developing rapidly, this policy may be subject to change and amendment on short notice. The school is not responsible for AI generated content that may be offensive or dangerous, and relies upon students, faculty, and parents communicating with administration when such results become apparent. The administration will take measures to investigate, mitigate, and potentially prohibit any such compromised AI tool.

Title of Policy

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE 1.44A

Approval Date: June 13, 2024

Review Date:

Revision Date:

Purpose

The purpose of this policy is to ensure academic integrity, protect innocence and defend the virtue of the school community, protect the identity rights of individuals, and encourage the flourishing of the arts and creative process. This policy outlines the acceptable use of Artificial Intelligence (AI) tools in research and writing of assignments.

Acceptable Use

AI tools may be used for enhancing creativity and brainstorming. Any objectionable content-even without explicitly being prompted to by the text prompt is prohibited. This policy applies to the generation of any media using AI tools.

It is the responsibility of students to check sources to make sure they and the information they provide are legitimate. Citation of sources is imperative.

Students may not have AI produce entire written works. All use must abide by current copyright laws and conform to the requirements of respect and dignity of the subjects outlined in our Catholic faith.. Ultimately, individuals are personally responsible for anything they create with the assistance of AI.

Students are prohibited from providing text to AI tools that are of a confidential nature, whether they are doing so from a school owned or personal device.

Guiding questions community members should ask before creating any AI content should include the following:

Could this production invite scandal upon me, the subjects depicted, or the school?
*Could this production result in an accusation of slander, libel, calumny**, or** detraction*?
Could this production violate copyright?

AI tools may not be used to impersonate students or staff or be generated in a way that subjects them to satire or ridicule. Any generation of video, audio, **or** visual likenesses of community members must be done by first obtaining the express written permission of the individual in question, with narrow, stated constraints on what is to be produced.

Any such generation must not subject the school or its members to scandal or legal repercussions.

Violations of these guidelines can result in grave legal or financial harm. Accordingly, community members need to be aware of consequences up to and including expulsion, legal action, or criminal charges can be incurred through abuse of AI tools.

Ultimately, individuals are personally responsible for anything they create with the assistance of AI.

Title of Policy

STUDENT IMMUNIZATION 1.45

Approval Date: October 11, 2018

Review Date: October 16, 2023

Revision Date: October 16, 2023

Policy Statement

It is the general policy of the Springfield Catholic Schools System that all students must present documentation of up-to-date immunization status as required by the State of Missouri, including month, day, and year for each immunization, before attending school. A four-day grace period from the first day of school, or at the time of enrollment, may be granted to students as needed.

We permit the following exceptions to our general policy:

1. Medical immunization exemption
2. Immunizations in progress ("in progress" means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant.)

To qualify for the above exemptions, it is the parent's responsibility to provide the school with the appropriate completed form or exemption card. A form may be obtained by contacting a medical provider, local public health agency, or the State of Missouri's Bureau of Immunizations. In cases where any such objection is for reasons of medical contraindications, a statement from a duly licensed physician must also be provided to the school administrator (Missouri Statutes-Immunization of School Children 167.181) no less than two weeks prior to the beginning of the school year. Students who are unimmunized, regardless of the reason, are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

New/updated medical exemption documentation must be submitted every two years for review.

Yearly documentation must be submitted when a student is on a delayed immunization program.

Title of Policy

STUDENT ALLERGY RESPONSE 1.47

Approval Date: December 13, 2012

Review Date: March 18, 2019

Revision Date: March 18, 2019

Policy Statement

Springfield Catholic School System is committed to the health and safety of all students and employees. Springfield Catholic Schools recognizes that life threatening food allergies are an important condition affecting many school children. In accordance with this, the purpose of this policy is to provide a safe and healthy learning environment for students with food allergies. This policy is not a guarantee of an allergy-free environment.

In order to minimize the incidence of life- threatening allergic reactions, Springfield Catholic Schools will maintain a system-wide procedure for addressing life threatening allergic reactions. This system-wide procedure includes:

- The parent/guardian has the responsibility to notify the school administrator and the school nurse of their child's specific allergy as well as the protocol necessary to care for the child in the event of accidental exposure to the allergen.
- All medications must be provided by the parent, along with an Emergency Action Plan (EAP) completed by the child's physician detailing the treatment protocol for accidental exposure.
- SCS will maintain an EAP for any student whose custodial parent/guardian and physicians have informed the school in writing that the student has a potentially life-threatening allergy.
- The EAP will be administered according to the protocol provided by the physician.

2.00 Staff Policies

2.10 Employee Benefits

Title of Policy

DEPENDENT TUITION 2.11

Approval Date: March 23, 1993

Review Date: September 16, 2019

Revision Date: September 2019

Policy Statement

Contracted and salaried and eleven/twelve-month hourly employees of the Springfield Catholic Schools System whose dependent children are enrolled in a Springfield Catholic School, grades K-12, are entitled to a discount in tuition for their child(ren) as outlined in the Employee Handbook. This tuition discount does not include charges for preschool tuition or daycare tuition.

Title of Policy

PROFESSIONAL GROWTH 2.12

Approval Date: April 15, 1993

Review Date: October 20, 2014

Revision Date: January 10, 2002

Policy Statement

Employees of Springfield Catholic Schools are encouraged to pursue opportunities for professional and spiritual growth. The Springfield Catholic School Board may set aside money in the budget to help employees defer some of the cost associated with these experiences. The reimbursable activities and procedures for applying for funds are described in the employee handbook (see Employee Handbook).

Title of Policy

LEAVE POLICY 2.13

Approval Date: May 13, 1993

Review Date: October 20, 2014

Revision Date: January 10, 2002

Policy Statement

Employees of Springfield Catholic Schools may be eligible for leave time. Reasons for time away from work may include sick, funeral, personal or professional leave. The amount and process of using leave time is outlined in the employee handbook (see Employee Handbook). The Springfield Catholic School Board must approve any changes to these procedures that have a financial impact.

Title of Policy

LEAVE POLICY DURING A PANDEMIC 2.13A

Approval Date: 8-13-2020

Review Date:

Revision Date:

Policy Statement

In the case of a pandemic, employees of the Springfield Catholic Schools System may declare in writing to the School Board/Director of Schools explaining their or their family's current health situation and, if necessary, request extra "sick leave". Decisions will be made on a case by case basis – taking into consideration the employee's ability to work from home, alternative duties that may be assigned to replace in-school duties, family's need to quarantine, etc…).

Title of Policy

SICK LEAVE POOL 2.14

Approval Date: April 18, 1996

Review Date: October 21, 2024

Revision Date:

Policy Statement

The purpose of the sick leave pool is to furnish a continuing income for those employees who are eligible for Diocesan benefits. (see 2.14A Guidelines for Sick Leave Pool Policy).

Title of Guidelines

GUIDELINES FOR SICK LEAVE POOL POLICY (cont'd) 2.14A

Approval Date: February 14, 2002

Review Date: October 21, 2024

Revision Date: January 23, 2023

Policy Statement

The Sick Leave Pool Committee shall consider eligibility based upon:

1) application of employee to the Sick Leave Pool, and
2) certification of disability by a medical doctor and diagnosis as to possible length of illness or disability.

Eligibility will be established provided:

1) the applicant has used all of his/her individual sick, personal, and vacation hours and
2) the Sick Leave Pool Committee determines that the applicant fully complied under the provisions and intent of this policy.

The Sick Leave Pool Committee has the authority to review at any time the status of an employee who is currently using sick leave days from the sick leave pool.

A quorum of the Sick Leave Pool Committee shall screen all applications for approval or disapproval. Three (3) out of five (5) members constitutes a quorum.

Only members of the sick leave pool are eligible to withdraw hours from the pool.

Termination of employee's services in the system automatically terminates membership in the sick leave pool.

A Sick Leave Pool Committee shall be formed and shall consist of five (5) members. Each building (high school and elementary schools) shall elect a representative, who is also a member of the sick leave pool, and the Director of Springfield Catholic Schools or his/her designee will serve on the committee. The Sick Leave Pool Committee shall review the sick leave pool at the end of each year and at that time will determine whether additional hours need to be contributed by the members.

In the case of withdrawal from the sick leave pool, all donated hours will remain in the sick leave pool.

Members utilizing the sick leave pool will not have to replace these hours, except as a regular contributing member to the pool.

Any employee may appeal a decision of the Sick Leave Pool Committee to the Springfield Catholic School Board. The decision of the Springfield Catholic School Board is final.

Title of Guidelines

GUIDELINES FOR SICK LEAVE POOL POLICY 2.14A

Approval Date: February 14, 2002

Review Date: October 21, 2024

Revision Date: January 23, 2023

Policy Statement

The purpose of the sick leave pool is to furnish a continuing income for those employees who are eligible for Diocesan employee benefits who are faced with:

- major illness or disability for himself or herself,
- major illness or disability for an immediate family member,
- death of an immediate family member;

and have used up all of their sick hours. This pool is not designed for brief absences after sick hours are used up. Also, normal pregnancy is not covered. Immediate family member is defined in the Employee Handbook as spouse, children and parents. (see Employee Handbook)

Annual membership in the sick leave pool is voluntary on the part of employees. Membership requires employees to:

1) Declare in writing to the Director of Springfield Catholic Schools their desire to become a member of the sick leave pool. The deadline for this will be the last working day of September of the contracted year. Members will have automatic annual renewal unless they notify the Director of Springfield Catholic Schools in writing of their desire to give up membership.
2) Contribute 16 hours of sick time to the sick leave pool at the time of their declaration of intent. (The Sick Leave Pool Committee will determine the necessity of an additional contribution of days annually.)

A member of the sick leave pool may be eligible to draw from the pool after using all of his/her accumulated and current sick, personal, and vacation hours.

A member of the sick leave pool is eligible to draw a maximum of twenty (20) workdays per application according to the percentage of their employment agreement from the pool, unless there are no more days left in the pool.

The member shall submit an application to the Sick Leave Pool Committee requesting withdrawal of days from the pool. In addition to the application, the member shall be required to submit a letter from a physician stating the nature of the illness of the disabled person. The Sick Leave Pool Committee shall maintain the right at any time to require, at the member's expense, a second medical opinion.

The proceeding requirements will apply to each application regardless of whether the employee has previously drawn from the sick leave pool during that year.

In certain instances, absences resulting from an on-going, critical illness or disability need not be consecutive. (i.e., chemotherapy). The need for such an arrangement must be documented by a physician and receive prior approval by the Sick Leave Pool Committee.

Title of Policy

RETIREMENT GIFT 2.15

Approval Date: March 8, 2001

Review Date: October 21, 2024

Revision Date: October 21, 2024

Policy Statement

Upon conclusion of employment from Springfield Catholic Schools after a minimum of 15 years of service, a monetary gift of $1,000.00 will be given to the employee, as appreciation for years of service. Exception would be if the employee is discharged from employment (discharge includes not being offered a future contract to termination for performance, behavior, violation of company policies, or misconduct).

Title of Policy

JURY DUTY PAY 2.16

Approval Date: June 14, 2001

Review Date: October 21, 2024

Revision Date: October 21, 2019

Policy Statement

The Springfield Catholic School System will pay any employee who is required to serve as a juror or witness for each such day served. It is understood that when the employee is no longer needed by the court, (s)he will return to work on the next working day. The employee will submit to his/her supervisor a copy of the subpoena or summons at least two weeks in advance of the date specified in the court order, or as soon as possible if the appearance date is less than two weeks. This will serve as adequate notice of the employee's absence. The employee will retain any compensation received from the court.

Title of Policy

JURY DUTY PAY 2.16

Approval Date: June 14, 2001

Review Date: October 20, 2014

Revision Date:

Policy Statement

The Springfield Catholic Schools will pay any employee who is required to serve as a juror or witness for each such day served. It is understood that when the employee is no longer needed by the court, (s)he will return to work on the next working day. The employee will submit to his/her supervisor a copy of the subpoena or summons at least two weeks in advance of the date specified in the court order, or as soon as possible if the appearance date is less than two weeks. This will serve as adequate notice of the employee's absence. The employee will retain any compensation received from the court.

Title of Policy

TECHNOLOGY PURCHASE ASSISTANCE 2.17

Approval Date: January 8, 1998

Review Date: October 20, 2014

Revision Date: January 12, 2006

Policy Statement

Springfield Catholic Schools will provide employees, assistance with the cost of a personal computer package or upgrade components through the Technology Purchase Plan (see 2.17A Guidelines for Technology Purchase Plan).

Title of Guidelines

GUIDELINES FOR TECHNOLOGY PURCHASE PLAN

2.17A

Approval Date: December 10, 1998

Review Date: October 20, 2014

Revision Date: January 12, 2006

Policy Statement

Springfield Catholic Schools will make available a no-interest loan to employees for the purchase of a personal package or upgrade components. The loan is to be repaid before the end of the fiscal year (June 30) in which the loan was made. The loan may be up to $2000 per employee.

Any employee with Springfield Catholic Schools is eligible to participate in this plan. Participants must agree to comply with the requirements and provisions of the Plan as set forth herein. Each participant is eligible for the Plan benefits for one (1) personal computer or upgrade component per contract year.

To participate in the personal computer purchase or upgrade component loan, the employee must submit a plan with itemized cost. The Director of Springfield Catholic Schools must approve this plan. Maximum loan request per employee is in the amount of $2000.

Each participant in the Plan agrees that usage of the equipment and software purchased under this Plan will be restricted to the participant's own use and/or that of his/her immediate family.

The Director of Springfield Catholic Schools will administer the Plan. Full time employees receive priority consideration subject to availability of funds budgeted for this purpose.

The Plan will be offered to employees on an annual basis subject to the availability of budget funds.

Any employee whose job is terminated by the employee or employer before the term of their loan must repay the balance of their loan before receiving their last paycheck.

2.20 Miscellaneous

Title of Policy

HEPATITIS VACCINATION 2.21

Approval Date: June 3, 1999

Review Date: November 18, 2019

Revision Date: April 2020

Policy Statement

Springfield Catholic Schools System encourages Hepatitis B vaccination for all employees and mandates Hepatitis A vaccination for all food-handling employees.

Documentation of Hepatitis vaccination or a waiver of non-vaccination must be on record in the employee's personnel file by the 1st day of the employment period.

Title of Policy

CONFIDENTIALITY 2.22

Approval Date: June 14, 2001

Review Date: October 20, 2014

Revision Date:

Policy Statement

Employees who have access to confidential material, which has been communicated directly or learned through one's job, should keep such information confidential. Such information should not be disclosed except in the performance of one's duties, as necessary for school business, or as approved by the building administrator. Any breach of confidentiality may be cause for dismissal.

Title of Policy

NOTIFICATION OF RETIREMENT 2.24

Approval Date: March 11, 2004

Review Date: October 20, 2014

Revision Date:

Policy Statement

All employees who are eligible for retirement under Christian Brothers Retirement Benefit Plan are requested to communicate their retirement plans to their building administrator. This communication should take place prior to entering a contract for the school year in which they would become eligible for retirement.

Title of Policy

NEW TEACHER/EMPLOYEE ORIENTATION 2.25

Approval Date: May 11, 2006

Review Date: October 20, 2014

Revision Date: May 13, 2010

Policy Statement

Newly hired teachers/employees must attend an orientation session. The session will provide an overview of the Catholic faith as well as materials that will familiarize them with the mission and philosophy of Catholic education in the Springfield Catholic School system.

Title of Policy

FACULTY VACANCIES 2.26

Approval Date: May 13, 2010

Review Date: October 20, 2014

Revision Date:

Policy Statement

Faculty vacancies will be posted internally prior to a public posting.

Interested candidates should possess the desired qualifications and state certifications for the open position.

Internal contracted faculty will be granted an interview.

For vacancies, the school administrator may create a committee to recommend a candidate for hire. Additionally, a School Board Pastor or high school Chaplain should be consulted on all hires within the high school Theology department.

A School Board Pastor will be invited to the interview of finalist(s).

Emergency vacancies will be handled by the building administrator.

Title of Policy

VIRTUS TRAINING/CODE OF CONDUCT/ BACKGROUND CHECKS 2.27

Approval Date: May 13, 2010

Review Date: February 9, 2015

Revision Date: April 2020

Policy Statement

All faculty, staff, and volunteers must attend a *Virtus* training session. All faculty and staff must remain current with the monthly bulletins.

All faculty, staff, and volunteers must sign an annual Code of Conduct and may be subject to periodic background checks.

Title of Policy

TEACHER CONTRACTS 2.28

Approval Date: December 9, 2010

Review Date: October 20, 2014

Revision Date: April 2020

Policy Statement

Contracts will be offered to teachers for the next school year no later than ten (10) school/work days after the final budget is approved.

Teachers have fifteen (15) days from receipt of the contract to return the signed contract. Failure to return a contract after 15 days of being offered a contract will make the contract void. (See Diocesan School Board Policy 4006)

Title of Policy

Employee Stipends 2.28A

Approval Date: July 30, 2020

Review Date:

Revision Date:

Policy Statement

After following proper protocol, a stipend may be assigned for extra duties that accompany a given sport, club, or activity/project. Stipends may be awarded in one installment or divided over a period of time as determined most appropriate by administration.

Generally, the following method will be used:
Stipends will be paid out in **two installments**. The first payment will be paid out during the payroll that is approximately halfway between the first practice/meeting/work in progress and the end of the season. The second payment will be paid out during the payroll that is near the end of the season/work in progress.

If the season of a sport/club or the goal of an activity/project is not able to be fully realized/completed, the stipend will be awarded according to the percentage of the season (including practices), responsibility, or goal fulfilled.

If a replacement is needed to be obtained to complete the stipend sport/club or activity/project, the new hire will receive the percentage of the stipend that reflects the amount of the season (including practices) or work to be completed.

Before the final portion of a stipend is paid out, the verification form (giving documented proof of the performance of the sport/club/activity) needs to be received at the Central Office.

3.00 General Board Policies

3.10 Mission, Philosophy and Goals

Title of Policy

MISSION, PHILOSOPHY AND GOALS 3.11

Approval Date: March 23, 1993

Review Date: November 13, 2025

Revision Date: May 11, 2006

Policy Statement

The mission, philosophy and goals of the Springfield Catholic School System will be reviewed and approved by the Springfield Catholic School Board every 5 years, or more frequently at the Board's request. These documents are to guide practice at Springfield Catholic Schools and shall be the criteria by which practice is evaluated.

Title of Policy

CLASS SIZE 3.12

Approval Date: December 11, 1992

Review Date: November 13, 2025

Revision Date:

Policy Statement

Guidelines shall be established to limit class size in accordance with accreditation guidelines, student needs and fiscal considerations.

Title of Guidelines

GUIDELINES FOR CLASS SIZE 3.12A

Approval Date: November 9, 2006 (School Board informed)

Review Date: November 13, 2025

Revision Date: May 13, 2021

Guidelines Statement

After pre-registration (March 31st), the student to teacher ratio will determine staffing needs. After July 15th, the student to teacher ratio will be used to determine the number of paraprofessional permitted. These guidelines will be followed:

High School:

If, after pre-registration, the aggregate student to teacher ratio of the school creates deficit spending, scheduling and/or staffing should be adjusted in order to return the ratio to or above break-even level.

Extra days paid during the summer for the academic office, daily rate of contracted pay

400+ students 73 days
375 to 399 students 68 days
333 to 374 students 60 days

Elementary:

Preschool/Pre-Kindergarten classes will follow a 1:10 ratio of adults to children per state guidelines.

Elementary K-8 homeroom classrooms cannot exceed a student to teacher ratio of thirty (30) students to one teacher. For extraordinary situations, exceptions could be made by the school administrator with approval of the Pastor and Director of Springfield Catholic Schools.

If, after pre-registration , the total enrollment in two adjacent elementary grade levels (i.e.; K-1, 2-3, 6-7, etc.) is fewer than thirty (30) students for two consecutive years and the projected enrollment does not indicate a student increase in the near future, then a discussion and consideration of combing the two adjacent classes should take place and scheduling and/or staffing should be adjusted. An extreme decline in overall enrollment should precipitate discussion about immediate needs to re-group students and scheduling and/or faculty/staffing needs should be adjusted.

Guidelines for Administrators When Assigning Classroom Paraprofessionals

Based on the K-8th enrollment

Paraprofessionals should be used for instructional purposes first

Can be used at the administrator's discretion; Paras need not be assigned to one particular classroom but should be utilized as needed among various classrooms.

Extra para hours may be requested. The principal should put the request into writing to the Director of Schools and provide information to substantiate the request. The Director of Schools will then approve or decline the request.

Paraprofessional hours allow based on Enrollment:

392-540 students total of 52.5 Paraprofessional hours per day
352-391 students equal 44 Paraprofessional hours per day
270-351 students equal 33 Paraprofessional hours per day
196-269 students total of 26.25 Paraprofessional hours per day
176-195 students equal 22 Paraprofessional hours per day
175 students equal 16.5 Paraprofessional hours per day

Title of Policy

LENTEN PRIORITY 3.13

Approval Date: February 11, 1993

Review Date: December 16, 2025

Revision Date: December 10, 2015

Policy Statement

Lent is a special time of sacrifice, spiritual renewal, and penance. During the Lenten season, activities which reflect this most beautiful and important time shall take precedence over other activities.

3.20 Board Activity

Title of Policy

REGULAR BOARD MEETING 3.21

Approval Date: August 19, 1993

Review Date: October 19, 2020

Revision Date: December 16, 2025

Policy Sta

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than Springfield Catholic School Board members shall be submitted to the Springfield Catholic School Board President, in writing, through the Central Office, at least ten days prior to the monthly meeting and may be considered for inclusion on the agenda. A time, not to exceed twenty minutes, may be allotted in the agenda for persons to address the Springfield Catholic School Board on any issue related to the role and function of the Springfield Catholic School Board. The Springfield Catholic School Board may ask questions for purposes of clarification. In general, the Springfield Catholic School Board will take questions and concerns under advisement.

Title of Policy

BOARD AGENDA 3.22

Approval Date: August 19, 1993

Review Date: December 16, 2025

Revision Date: November 16, 2020

Policy Statement

The agenda, with pertinent attachments, shall be made available in each school one week prior to the Springfield Catholic School Board meetings. The approved minutes will be available on the Springfield Catholic Schools website for all to view, especially those noted in Article VII, Section A, 1-4, of the Constitution. As an extra courtesy, the agendas and minutes shall be emailed to every board member, pastors within the school system, and each school principal.

Title of Policy

BOARD POLICIES 3.23

Approval Date: August 19, 1993

Review Date: December 16, 2025

Revision Date: May 11, 2006

Policy Statement

Springfield Catholic School Board policies and guidelines and an index to them will be made available to parents, students and employees on the Springfield Catholic School system web-site. As new policies are developed, or existing policies are revised, the web-site will be updated. An up-to-date hard copy will be made available at each school site and at the Central Office.

Title of Policy

ANNUAL REPORT 3.24

Approval Date: August 19, 1993

Review Date: November 16, 2020

Revision Date: February 14, 2002

Policy Statement

The Springfield Catholic School Board, through the Finance Committee, shall prepare and publish a report on the financial condition of the school and the financial operation of the schools for the preceding school year.

Title of Policy

FISCAL RESPONSIBILITY 3.25

Approval Date: December 11, 1992

Review Date: November 16, 2020

Revision Date: February 14, 2002

Policy Statement

The Finance Committee shall submit a balanced budget to the Springfield Catholic School Board for consideration and approval. The Springfield Catholic School Board, through its Finance Committee, shall monitor finances.

Title of Policy

BOARD ELIGIBILITY OF EMPLOYEES OR THEIR IMMEDIATE FAMILIES 3.26

Approval Date: March 14, 2002

Review Date: November 16, 2020

Revision Date: December 14, 2006

Policy Statement

Employees or immediate family members of employees of Springfield Catholic Schools may not be elected or appointed to the Springfield Catholic School Board. The list of immediate family members, for the purpose of this policy only, includes husband, wife, son, daughter, mother, father, siblings and all in-laws.

If a current Board member becomes an employee of Springfield Catholic Schools then that Board member's term will end on the day he/she signs the contract or accepts employment.

If an immediate family member of a current Board member accepts employment as a contracted employee, then the School Board member's term will end immediately.

If an immediate family member of a current Board member accepts employment as an "at will" employee, then the School Board member's term will be terminated at the end of the school year.

Title of Policy

BOARD POLICY REVIEW 3.27

Approval Date: December 14, 2006

Review Date: March 22, 2021

Revision Date:

Policy Statement

The Springfield Catholic School Board will systematically review policies in an effort to maximize their effectiveness. A cycle for review will be established and reported in Guidelines for Board Policy Review 3.27A.

Title of Guidelines

GUIDELINES FOR BOARD POLICY REVIEW

3.27A

Approval Date: November 9, 2006 (School Board informed)

Review Date: March 22, 2021

Revision Date: March 22, 2021 (School Board informed April 8, 2021)

Guidelines Statement

The School Board will direct the Policy Committee to review the existing School Board policies using the following schedule:

Year 1 (2022-23)	sections 1.10 and 1.20
Year 2 (2023-24)	sections 1.30 and 1.40
Year 3 (2024-25)	sections 2.10 and 2.20
Year 4 (2025-26)	sections 3.10 and 3.20
Year 5 (2026-27)	sections 3.30, 3.40, 3.50, and 3.60

Following Year 5, the rotation will begin again using Year 1 in 2027-28 and will proceed through the next five-year cycle.

3.30 Community Relations

Title of Policy

CHIEF SPOKESPERSON 3.32

Approval Date: December 11, 1992

Review Date: September 20, 2021

Revision Date: September 20, 2021

Policy Statement

The Director of Springfield Catholic Schools is designated as the Chief Public Relations spokesperson for Springfield Catholic Schools. Any matters relating to the Springfield Catholic School Board, personnel, students, or parents should be directed to the Director of Springfield Catholic Schools with the exception of the following:

Routine sports stories and game scores. These are best handled by the coach or athletic director.

Clarification of questions relating to a press release. These matters are handled by the Administrative team under the guidance of the Director of Schools.

Coverage of an event in progress (e.g. graduation, field day, etc…) situations are handled by the primary supervisor (principal, coach, director, etc..).

3.40 Extra-Curricular Activities

Title of Policy

SANCTIONING OF NEW EXTRA-CURRICULAR ACTIVITIES 3.41

Approval Date: December 9, 1999

Review Date: September 20, 2021

Revision Date: September 20, 2021

Policy Statement

When an individual or group expresses an interest in initiating a new extra-curricular sport, activity, or organization in one of the Springfield Catholic Schools, established guidelines must be followed. These guidelines must contain a recommendation from the Administrative Team with final approval or denial to be decided by the Springfield Catholic School Board. (See 3.41A Guidelines for New Extra-Curricular Academic School-Sponsored Activity or Organization and 3.41B Guidelines for a New Extra-Curricular Athletic School-Sponsored Organization.)

Title of Guidelines

GUIDELINES FOR A NEW EXTRA-CURRICULAR ACADEMIC SCHOOL-SPONSORED ACTIVITY OR ORGANIZATION

3.41A

Approval Date: December 9, 1999

Review Date: September 20, 2021

Revision Date: September 20, 2021

Guidelines

The interested group or individual should use the following guidelines to initiate discussion and to develop a proposal:

- The interested individual or representative of a group will initiate a discussion with the building administrator to explain their proposal (written or verbal) and give a brief overview.
- A "New Academic Activity/Organization Request" form is requested from the Director of Human Relations. The interested individual or representative of the group should fill out this form and submit it to their building administrator.
- The administrator will share the proposal with the administrative team (the building principals and the Director of Springfield Catholic Schools) at the next scheduled principal's meeting. The administrative team either grants or denies approval for the individual or group to proceed with their request for a new academic school sponsored activity or organization.
- The interested individual or representative of the group along with a member of the Faculty & Relations Committee will present the proposal to the School Board at a regularly held monthly School Board Meeting.
- The Board's decision to approve or deny the proposal will be communicated to the group or individual within one week after reaching their decision

- Note: A new school-sponsored activity/organization must complete one year before submitting a request for a stipend to be paid to the adult in charge of the program. All new stipend requests must be reviewed by the Finance Committee and then reviewed and approved by the School Board.

Title of Guidelines

GUIDELINES FOR DEVELOPING A PROPOSAL PLAN FOR AN ATHLETIC SCHOOL-SPONSORED ACTIVITY OR ORGANIZATION

3.41B Cont.

Approval Date: December 9, 1999

Review Date: September 20, 2021

Revision Date: September 20, 2021

Guidelines

The group or individual's **PLAN** should include the following:

1. A Case for Support which includes statements that:

    a. Identify the audience targeted
    b. Describe the perceived need for the program based on real data (collected through survey or other approved means)
    c. Address the long-range effect on existing programs and how this proposed new program will impact them
        - the number of participants for existing program
        - revenues generated by existing programs
        - staffing needed to institute the new program
        - travel expenses and requirements including distance required to travel
        - bussing needs
        - addresses the need to offer additional programs if the proposal is gender specific
    d. Identify the goals and objectives of the organization or activity
    e. Use information from comparable schools to support the proposal

2. A proposed building/space use plan with approval of the pastor if necessary
3. A proposed budget or financial plan for implementing the organization or activity for a period of approximately five years
4. Recommendation for sponsorship
5. Plan for evaluation or review of the activity or organization

Title of Guidelines

GUIDELINES FOR DEVELOPMEING A PROPOSAL PLAN FOR AN ATHLETIC SCHOOL-SPONSORED ACTIVITY/ORGANIZATION

3.41B

Approval Date: December 9, 1999

Review Date: September 20, 2021

Revision Date: September 20, 2021

Guidelines

The interested group or individual should use the following guidelines to initiate discussion and to develop a proposal:

- The interested individual or representative of a group will initiate a discussion with the building administrator to explain their proposal and give a brief overview.
- The administrator will share the proposal with the administrative team (the building principals and the Director of Springfield Catholic Schools) at the next scheduled principals' meeting. The team will discuss whether the suggested activity or organization initially meets the standards of our Catholic School Mission statement. The administrative team either grants or denies approval for the individual or group to develop a plan and will communicate their decision to the group making the proposal.
- Upon granting approval to develop a plan, the administrator will provide the group or individual with guidelines which are to be used to develop their proposal (see 3.41B Guidelines for Developing a Proposal Plan for An Athletic School-Sponsored Activity or Organization).
- The group or individual will present the plan to the administrative team.
- The administrative team will review the proposal and its impact on the school's activities and budget. The team should seek input from other existing groups or organizations that could be impacted by the decision.
- When the team has reached consensus, they will communicate their initial decision to the group making the proposal. Either party may then ask that the proposal be placed on the agenda of the next regularly scheduled School Board Meeting, where the administrative team will make their recommendation to the Board members and the interested group will make their proposal.
- The Board's decision to approve or deny the proposal will be communicated to the group or individual within one week after reaching their decision.

Title of Policy

SCHOOL BUS USAGE 3.42

Approval Date: June 12, 2003

Review Date: October 18, 2021

Revision Date:

Policy Statement

Springfield Catholic School System will comply with all federal, state and local laws regarding school bus usage when using and/or operating school buses. These laws and regulations will be outlined in accompanying guidelines (see 3.42A Guidelines for Use/Operation of Springfield Catholic School Buses). School buses are considered school property; therefore all Springfield Catholic School System policies and regulations will also be enforced during the use or operation of the school system's buses.

Title of Guidelines

GUIDELINES FOR USE/OPERATION OF SPRINGFIELD CATHOLIC SCHOOL BUSES

3.42A

Approval Date: June 12, 2003

Review Date: October 18, 2021

Revision Date: October 10, 2021

Guidelines

1. All buses will be registered annually.
2. All drivers (operators) will be licensed according to state licensing regulations.
3. All drivers, hired or volunteers, will be tested for drug, alcohol and chemical usage following state mandates.
4. Drivers of SCS buses will be familiar with and abide by regulations for safe operation of a school bus as outlined in Chapter 304 of the *School Transportation Administrator's Handbook* provided by MoDESE. These regulations will be provided for drivers prior to their first trip.
5. When transporting students, the driver will be responsible for making certain that there are no standees on the bus and that all passengers can be seated in such a way that the back of each passenger can come into contact with the seat back. No more than two students per seat will be allowed for students in grades 5-12; three students per seat can be allowed for students in grades PS-4, however, the driver assumes responsibility for ensuring that the backs of these passengers can come into contact with the seat back and number of students transported does not exceed bus capacity.
6. Any accident must be reported immediately to the school administer.
7. Buses will be inspected annually by a licensed mechanic prior to the beginning of the school year.
8. The SCS will carry full liability and property damage insurance as directed by the Diocese of Springfield-Cape Girardeau.
9. Drivers must have access to a cell phone.
10. Drivers should conduct a pre-trip inspection of the bus, as outlined in the driver's manual located in the bus, before embarking on the trip and should log into the transportation log, located in the bus, before leaving the parking lot to begin the trip.

Title of Policy

TRANSPORTATION OF STUDENTS 3.43

Approval Date: December 14, 2006

Review Date: October 18, 2021

Revision Date:

Policy Statement

Springfield Catholic Schools will take appropriate measures to ensure the safety of students when the school arranges transportation for educational field trips, athletic events, and other off-campus, school related activities. When the schools use bus transportation it will be an insured carrier. In cases where the school system's buses are used, the policy and guidelines formulated in policy 3.42 and 3.42A will be followed. If private passenger vehicles must be used, all regulations outlined in the Diocese of Springfield-Cape Girardeau Policies, Guidelines and Procedures Manual with regard to field trips and transportation of students will be followed. The schools will further comply with Missouri Statute 307.182 which indicates that every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.

3.50 Miscellaneous

Title of Policy

EMERGENCY SHELTER 3.51

Approval Date: January 1986

Review Date: October 18, 2021

Revision Date: May 11, 2006

Policy Statement

The Springfield Catholic High School facility may be used as an Emergency Disaster Center in the event of a catastrophic event, natural or otherwise. The agency requesting the use of the facility shall provide necessary personnel, shall assume liability for any incident while using the facility, and should agree to return the use of the facility to Springfield Catholic High School in a reasonable time frame and in acceptable physical condition, as determined concurrent with the beginning of its use.

Title of Policy

TOBACCO AND VAPING-FREE ZONE 3.52

Approval Date: December 9, 1993

Review Date: October 18, 2021

Revision Date: October 18, 2021

Policy Statement

All school buildings and sporting venues of Springfield Catholic Schools shall be tobacco and vaping free.

Title of Policy

HARASSMENT POLICY 3.53

Approval Date: March 11, 1999

Review Date: October 18, 2021

Revision Date: May 11, 2006

Policy Statement

The Springfield Catholic Schools will comply with all Diocesan policies and guidelines regarding any form of harassment. These policies and guidelines are kept on file in each school and are available for all employees, students and parents review upon request.

Title of Policy

COPYRIGHT POLICY 3.54

Approval Date: November 11, 1999

Review Date: October 18, 2021

Revision Date: March 2, 2006

Policy Statement

Springfield Catholic School employees are required to follow all copyright laws.

Title of Policy

SPECIAL EVENTS INSURANCE COVERAGE 3.55

Approval Date: May 11, 2000

Review Date: November 15, 2021

Revision Date:

Policy Statement

Insurance coverage will be required for any non-school sponsored activity taking place at property owned by Springfield Catholic Schools. The purchase of this insurance must be arranged through the building administrator of said property.

Title of Policy

ENDOWMENT FUND 3.56

Approval Date: January, 1988

Review Date: November 15, 2021

Revision Date: April 11, 2002

Policy Statement

Springfield Catholic Schools will maintain an Endowment Fund. This fund will be governed by a set of by-laws, with committee oversight.

Title of Policy

WELLNESS POLICY 3.57

Approval Date: March 2, 2006

Review Date: November 15, 2021

Revision Date: October 16, 2017

Policy Statement

The Springfield Catholic School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Springfield Catholic Schools will adhere to a set of wellness guidelines (see 3.57A and 3.57B) which incorporates the following goals:

- Provide a learning environment for developing and practicing lifelong wellness behaviors.
- Support and promote proper dietary habits contributing to students' and staffs' health status, job performance, and academic performance.
- Provide adequate time for students to engage in physical activity.
- Promote academic success by acknowledging and embracing the critical role that health plays in academic performance.

Title of Guidelines

WELLNESS GUIDELINES (cont'd) 3.57A

Approval Date: March 2, 2006 (informed School Board)

Review Date: November 15, 2021

Revision Date: October 16, 2017

Guidelines Statement

Student Nutrition Education

- All instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The benefits of good nutrition should be emphasized. Nutritional themes could include but are not limited to knowledge of USDA Healthy Food Plate, healthy heart choices, sources and variety of foods, guide to a healthy diet, diet and disease, understanding calories, healthy snacks, food labels, serving size, proper sanitation, identify and limit junk foods, etc.
- The System's Wellness Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education

- Nutrition education will be provided to parents beginning at the elementary level and continuing throughout the middle and high school years.
- Nutrition education may be provided in the form of handouts, postings on the system's website, or presentations that focus on nutritional value and healthy lifestyles.

Health Education and Life Skills

- Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

Physical Education and Activity

- Physical education shall be taught by a certified specialist.
- Physical activity shall be provided by a qualified staff member.
- Physical education and physical activity shall be an essential element of each school's instructional program.
- The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles.
- The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.
- The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

(continued)

Title of Guidelines

WELLNESS GUIDELINES (cont'd) 3.57A

Approval Date: March 2, 2006 (informed School Board)

Review Date: November 15, 2021

Revision Date: October 16, 2017

Guidelines Statement

Healthy and Safe Environment

- A healthy and safe environment for all, before, during and after school supports academic success. Safe communities promote healthy students and healthy students do better in school and make greater contributions to their community. Therefore, every effort will be made to ensure that school buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, and will be kept, inviting, clean, safe and in good repair.
- A wellness committee consisting of the school nurse, P.E. teacher, administrator, and cafeteria cook, will meet once a year to review the wellness policy. Parents or any other interested party will be welcome to participate when the committee meets.
- Springfield Catholic will inform parents of the wellness committee via the school handbook found at scspk12.org.

Social and Emotional Well-Being

- Programs and services that support and value the social and emotional well-being of students, families and staff build a healthy school environment. Therefore, every effort will be made to enhance the social and emotional development of students through programs and services that are adopted or promoted.

The School Nurse

- The school nurse will collaborate with community health liaisons and resources to promote health and wellness for students and staff.
- A coordinated program of accessible health services shall be provided to students and staff.

Family, School and Community Partnership

- Schools will support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

Staff Wellness

- The school system shall provide information about wellness resources and services.
- Each school site shall be in compliance with drug, alcohol and tobacco-free policies.
- Each school site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.
- Employees shall be encouraged to engage in daily physical activity.

Title of Guidelines

WELLNESS GUIDELINES 3.57A

Approval Date: March 2, 2006 (informed School Board)

Review Date: November 15, 2021

Revision Date: October 16, 2017

Guidelines Statement

The belief that children and youth who are healthy individuals can learn more and can learn better and the belief that healthy staff members can more effectively perform their assigned duties as well as model appropriate wellness behaviors for students comprise the twofold foundation upon which the following guidelines have been built.

Hot Lunch/Breakfast Program

- The full meal program will continue to follow the U.S. Government's Nutrition Standards.
- The Hot Lunch/Breakfast provider will be expected to make every effort to follow the School System's Nutrition Standards (see 3.57B Springfield Catholic Schools' Nutrition Standards).
- A la carte items that do not meet the System's standards may be acceptable for student consumption within moderation which could include limiting the quantity sold to an individual student.
- A la carte items that do not meet the System's standards may be acceptable when offered on an intermittent basis.

Lunchroom Climate

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have adequate space to eat and a pleasant surrounding, adequate time for meals, and convenient access to hand-washing facilities before meals.

Fundraising

- All fundraising projects are encouraged to follow the System's Nutrition Standards.
- All fundraising projects for sale and consumption within and prior to the school day will be expected to make every effort to follow the System's Nutrition Standards when determining the items being sold.
- Items being sold that do not meet the System's Nutrition Standards may be acceptable for student consumption within moderation.
- Items being sold that do not meet the System's Nutrition Standards may be acceptable when offered on an intermittent basis.

Teacher-To-Student Incentives

- Strong consideration should be given to nonfood items as part of any teacher-to-student incentive program.
- Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the System's Nutrition Standards.

(continued)

Title of Standards

NUTRITION STANDARDS 3.57B

Approval Date: March 2, 2006

Review Date: March 21, 2022

Revision Date: October 16, 2017

Standards Statement

Food

- Nutrition guidelines provided by the USDA for any food item for sale before, during or after the school day must be followed.
- Caution should be taken when providing any food item to students that might trigger an allergic reaction.
- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.
- It is recognized that there may be special occasions when Administration may allow a school group to deviate from these guidelines for food.

Beverages

- Vending and non-vending sales of soda will not be available to students during the school day.
- The sale of soda or artificially sweetened drinks will be permitted at those special school events that begin after the conclusion of the instructional day.
- It is recognized that there may be special occasions when Administration may allow a school group to deviate from these guidelines for beverages.

Title of Guidelines

WELLNESS GUIDELINES 3.57C

Approval Date: April 11, 2019 (informed School Board)

Review Date: March 21, 2022

Revision Date: March 21, 2022

Exclusion Policy

When to keep your child home from school:

○ If your child is unable to take part in school activities because of physical illness or care for your child would compromise staff's ability to care for/teach other's children.

○ Fever of *100* degrees or greater and based on behavior changes and other symptoms. Your child may return to school when fever free for 24 hours without use of fever-reducing medication.

○ Vomiting or diarrhea two or more times within the past 24 hours. Your child may return to school 24 hours after last episode.

- Difficult/Noisy Breathing and/or coughing with behavior changes.

○ If your child has a known contagious illness and has not been cleared by their medical provider

○ If your child requires fever-reducing or ongoing pain relief medication for a known contagious illness or an undiagnosed illness

Please note: The Springfield Catholic School System follows the American Academy of Pediatrics guidelines for exclusion criteria to the above & not listed.

- Students will be sent home by the nurse or administrator on duty if they present with any conditions listed on school exclusionary list. Students may also be sent home for other issues deemed necessary by school nurse. Parents/guardians need to pick up student within 45 minutes of notification. If student is not picked up within the 45 minute window, depending on student's condition, the nurse may deem it necessary to call EMS.

(continued)

Approval Date: April 11, 2019 (informed School Board)

Review Date: March 21, 2022

Revision Date: March 21, 2022

Head Lice:

● Head lice infestations are common in school settings. Transmission occurs by direct contact with the head of another infested individual. Indirect spread with combs, brushes, or hats is unlikely. Head lice are often diagnosed in schools, but transmission usually occurs at home or in the community. The presence of nits reflects an infestation of weeks to months. Classroom and school-wide routine screenings are not shown to be cost-effective or effective in reducing head lice infections over time. Head lice do not carry disease, and therefore otherwise healthy students should not be excluded from school attendance because of nits or lice. (American Academy of Pediatrics, School Health Policy and Practice, rev. 2010)

● If a student presents with live lice or nits parents or guardians as well as health care consultant will be notified. Parents will be asked to treat student with appropriate pharmacologic treatment prior to returning to school.

- If there are two or more cases of active lice in a class, notification will be sent to parents, and the school nurse will use his/her judgment to determine if the entire class or specific students should be screened.
- Students diagnosed with head lice at school will be rechecked for live lice and nits as needed.
- Temporary exclusion of student(s) with live lice or nits will be enforced, at end of the day. The student(s) will be referred to their health care provider for treatment.

(continued)

Title of Guidelines

WELLNESS GUIDELINES (cont.'d) 3.57C

Approval Date: April 11, 2019

Review Date: March 21, 2022

Revision Date:

Medical Emergency Action Plans (EAP) Policy:

It is the general policy of the Springfield Catholic Schools System that all students with medical conditions including, but not limited to, food allergies, asthma, diabetes and seizures, must complete an Emergency Action Plan (EAP) as applicable at the start of each school year or at the time of enrollment. EAPs must be completed and signed by the student's physician and signed by a parent. Physicians may provide their own standard form or complete a general form, as provided on the SCS website.

Parents are responsible for providing current medications to the health office, as written per their EAP. Medications must be in the original container with the prescription label attached. Written permission from the physician is required for a student to carry their own life-saving medications, such as an EpiPen or inhaler. Students who do not have the above documentation are subject to exclusion from school until forms are completed.

Approved by the Springfield Catholic School System's Medical Advisory Committee

Title of Policy

ACCEPTABLE USE OF TECHNOLOGY 3.58

Approval Date: March 8, 2018

Review Date: May 10, 2022

Revision Date: January 23, 2018

Policy Statement

The technology at Springfield Catholic Schools is used to support and enhance student learning. Users of Springfield Catholic Schools technology must have an acceptable use policy form signed and on file before access to Springfield Catholic Schools technology will be granted.

3.60 Stewardship & Development

Title of Policy

FUNDRAISING 3.61

Approval Date: May 11, 2017

Review Date: May 10, 2022

Revision Date:

Policy Statement

INDIVIDUAL SCHOOL FUNDRAISERS (which can be defined as clubs/groups, athletics, Booster Club, Home and School events, etc.)

- All individual school fundraisers shall be approved by: Parish Pastor, School Principal, Director of Development and Director of Schools.
- Material changes to an approved fundraiser must be approved by: Parish Pastor, School Principal, and Development Director, reporting to the Director of Schools, before implementing changes.
- Annual strategy and training seminar for record keeping rules, guidelines, and tips shall be provided by Central Office on an annual basis or as needed for all staff and volunteers involved in any level of fundraising.

Individual School Fundraisers $10,000 (net) or Greater:

- Fundraisers with gross revenues above $10,000 must:
    - Provide a full accounting of: event proceeds, designation (purpose of funds), gross revenues, and expenses to the Central Office within 30 days after conclusion of event.
    - Provide donor tax letters for approval to the Development Director prior to mailing no later than 30 days after conclusion of event.

Individual School Fundraisers Less than $10,000-$1,000 (net):

- Fundraisers with gross revenues below $10,000 must:
    - Provide a full accounting of: event proceeds, designation (purpose of funds), gross revenues, and expenses to the Central Office within 30 days after conclusion of event.
    - Provide donor tax letters to local school principal for approval prior to mailing no later than 30 days after conclusion of event.
    - Copies of tax letters shall remain at the local school site for compliance reviews by Development Office as needed (i.e. IRS, Diocese review guideline).

All fundraising revenue shall be classified as Designated Funds. Designated funds shall be labeled as to designation and timeline for use of funds. Any change of timeline for use of funds shall be approved by the Parish Pastor, School Principal, and Director of Development and Director of Schools.

Designated Gifts received for an event after reporting of event to Central Office shall follow the guidelines set forth in ***Policy 3.63 Designated Gifts.***

Title of Policy

GIFTS TO THE SCHOOL SYSTEM 3.62

Approval Date: January 11, 2007

Review Date: May 10, 2022

Revision Date: January 11, 2007

Policy Statement

When a gift in excess of $10,000 is offered to an individual school or to the school system for a specific item or project, School Board approval to accept the gift must be obtained. If there are ongoing costs associated with the item or project, those costs should be disclosed to the Board before approval is obtained.

If additional funds need to be generated either to purchase the item or to complete the project, the donor and the school office personnel will develop a written agreement outlining how funds will be generated and how they will be used.

Title of Policy

DESIGNATED GIFTS 3.63

Approval Date: March 3, 2016

Review Date: May 10, 2022

Revision Date:

Policy Statement

When a gift in excess of $250.00 is offered to an individual teacher, classroom, school or other designation this gift must be sent to the Central Office to be entered in the Catalog of Gifts.

A school purchase order or check request form must be filled out when requesting use of these designated catalog of gifts funds listing donor name and amount.